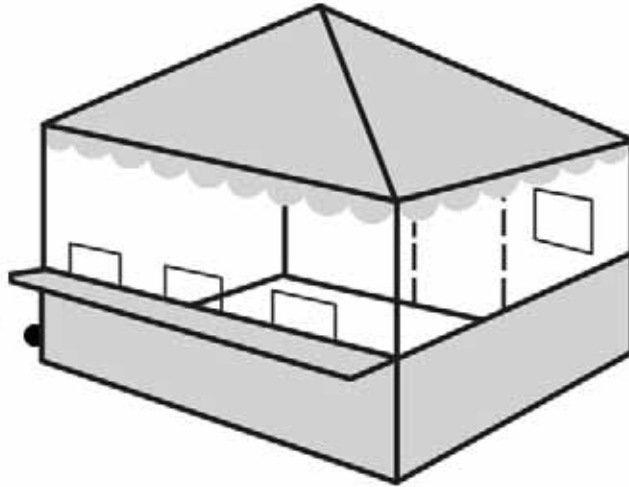


Community Event and Temporary Food Facilities



Event Organizer to Complete This Information

- Event Organizer Application/Permit
- Food Vendor List
- Community Event Map



County of San Bernardino • Department of Public Health
DIVISION OF ENVIRONMENTAL HEALTH SERVICES

Visit our web site: www.sbcounty.gov/dehs

ONTARIO
1647 E. Holt Blvd.
(909) 458-9672

SAN BERNARDINO
385 North Arrowhead Ave.
(909) 884-4056

VICTORVILLE
13911 Park Ave., Ste. 200
(760) 243-3773



www.sbcounty.gov/dehs

County of San Bernardino • Department of Public Health
DIVISION OF ENVIRONMENTAL HEALTH SERVICES
EVENT ORGANIZER APPLICATION/PERMIT
SUBMIT AT LEAST 2 WEEKS PRIOR TO EVENT

NAME OF EVENT

NAME OF ORGANIZATION

DATE OF EVENT

ADDRESS OF ORGANIZATION

LOCATION OF EVENT

NAME OF PERSON IN CHARGE OF EVENT

TIME VENDORS BEGIN SET-UP

TIME STOP SERVING

PHONE NUMBER

All Temporary Food Facilities must have an DEHS permit. Please attach a separate sheet listing the business name, contact name, address, phone number and foods to be served for each food vendor.

Indicate total number of Temporary Food Facilities for each of the following:

Food Preparation (open food, food preparation, food handling): (# of facilities) _____

Prepackaged, properly labeled food ONLY: (# of facilities) _____

Total number of two-compartment sinks to be provided by organizer: _____

All applications MUST provide site plan indicating all of the following:

1. location of food facilities, restrooms and waste water disposal.
2. all hand washing and utensil washing sinks (whether shared or inside food facility).
3. if provided by organizer, location of all shared utensil washing sinks. Maximum of five facilities per shared utensil washing sink, which is a two-compartment sink with pressurized hot and cold water. Sink must be located within one hundred feet of each vendor.

Approvals of city or county for the event and the name and phone number of the agency processing that application.

Name of Contact: _____ Phone #: _____

The organization and/or person listed above is responsible for maintenance, proper operation, and upkeep of all shared facilities. They are also responsible to insure that all temporary food facilities operating at this event have a valid DEHS permit, and that they are in compliance with all applicable state and county codes. There will be a late fee of \$40.00 for each vendor whose application is not received at least 48 working hours prior to the event.

Signed _____

Date _____

FOR DEPARTMENT USE ONLY

Event Organizer Fee \$121.00 Date paid: _____

If less than two weeks prior to the event add \$ 44.00 Amount paid: \$ _____

Non-Profit Event Organizer Fee \$ 25.00 Receipt #: _____

Approved by: _____

Date: _____



County of San Bernardino • Department of Public Health
DIVISION OF ENVIRONMENTAL HEALTH SERVICES DIVISION

COMMUNITY EVENT AND TEMPORARY FOOD FACILITY (TFF) INFORMATION

Event Organizer Responsibilities

- Complete an Event Organizer Application/Permit, including a master list of all food vendors (temporary food facilities and carts) along with a site plan showing the proposed locations of all the food vendors, restrooms, and all shared utensil washing, handwashing, and janitorial facilities.
- Consider electricity needs of the vendors.
- Arrange to have potable water available and an approved wastewater disposal site.
- **Two weeks prior to the event**, submit to the appropriate Environmental Health Services office a completed Event Organizer Application, all participating TFF Information Sheets, and the appropriate fee for the Event Organizer Permit. A late fee of **\$44** will be assessed for late applications. Non-profit organizations must present proof to be assessed the reduced fee.
- Ensure that each food vendor is storing and preparing all food in an approved booth/area at the event or in a facility with a current health permit, and that each vendor is complying with all San Bernardino County Temporary Food Facility Operating Requirements.

Vendor Responsibilities:

- **At least 48 hours prior to the event**, submit to the appropriate Environmental Health Services office a completed Temporary Food Facility Application, and the appropriate fee for the issuance of a TFF permit. A late fee of \$44 will be assessed for late applications. Non-profit organizations must present proof to be assessed the reduced fee.
- At the event, the vendors are to complete the Self-Inspection Checklist contained in this packet and retain it on-site.
- Review the enclosed copies of the Temporary Food Facility Operating Requirements for both prepackaged and non packaged foods.

Permits Required:

- An Event Organizer Application/Permit is required for the event organizer.
- Permits for each TFF booth, including ones operated by non-profit organizations, prior to opening for business.

Fees: Subject to Change

Event Organizer Permit	\$ 121.00
Event Organizer Permit- Non-profit	\$ 25.00
Event Organizer Late Fees (if less than two weeks prior to the event add)	\$ 44.00
TFF Pre-Packaged (1 day)	\$ 30.00
TFF Pre-Packaged (2-3 days)	\$ 48.00
TFF Pre-Packaged (4-5 days)	\$ 73.00
TFF Pre-Packaged (6-10 days)	\$ 152.00
TFF Pre-Packaged (annual permit)	\$ 243.00
TFF Food Preparation (1 day)	\$ 62.00
TFF Food Preparation (2-3 days)	\$ 112.00
TFF Food Preparation (4-5 days)	\$ 145.00
TFF Food Preparation (6-10 days)	\$ 304.00
TFF Food Preparation (annual permit)	\$ 425.00
TFF Late Fee (if less than 48 hrs prior to the event add per booth)	\$ 44.00

Late Fees:

Vendors with multiple booths are subject to a late fee of **\$44** per booth if all the applications are not received in time.

Individuals, organizations, or groups which do not obtain a health permit prior to the event, are subject to closure and a penalty not to exceed **three times** the cost of the permit.

Food Safety Requirements:

All food booths must comply with the Temporary Food Facility Operating Requirements set forth by San Bernardino County Division of Environmental Health Services.

Other Important Notes:

- **NO HOME PREPARATION OR STORAGE OF FOOD IS ALLOWED.**
- All utensils and unpackaged foods must be covered or wrapped to protect from contamination during transportation and storage.
- Barbequing is the only food preparation that is allowed outside the booth, except as otherwise approved by the Environmental Health Division prior to the event,
- Contact the local fire jurisdiction where the event is being held regarding applicable fire code requirements.

FOOD VENDOR LIST

TYPE

V# - Identification number for mapping purposes

NAME OF FOOD VENDOR - Food vending business

CONTACT PERSON - Person responsible for booth

ADDRESS - Mailing Address of Contact Person

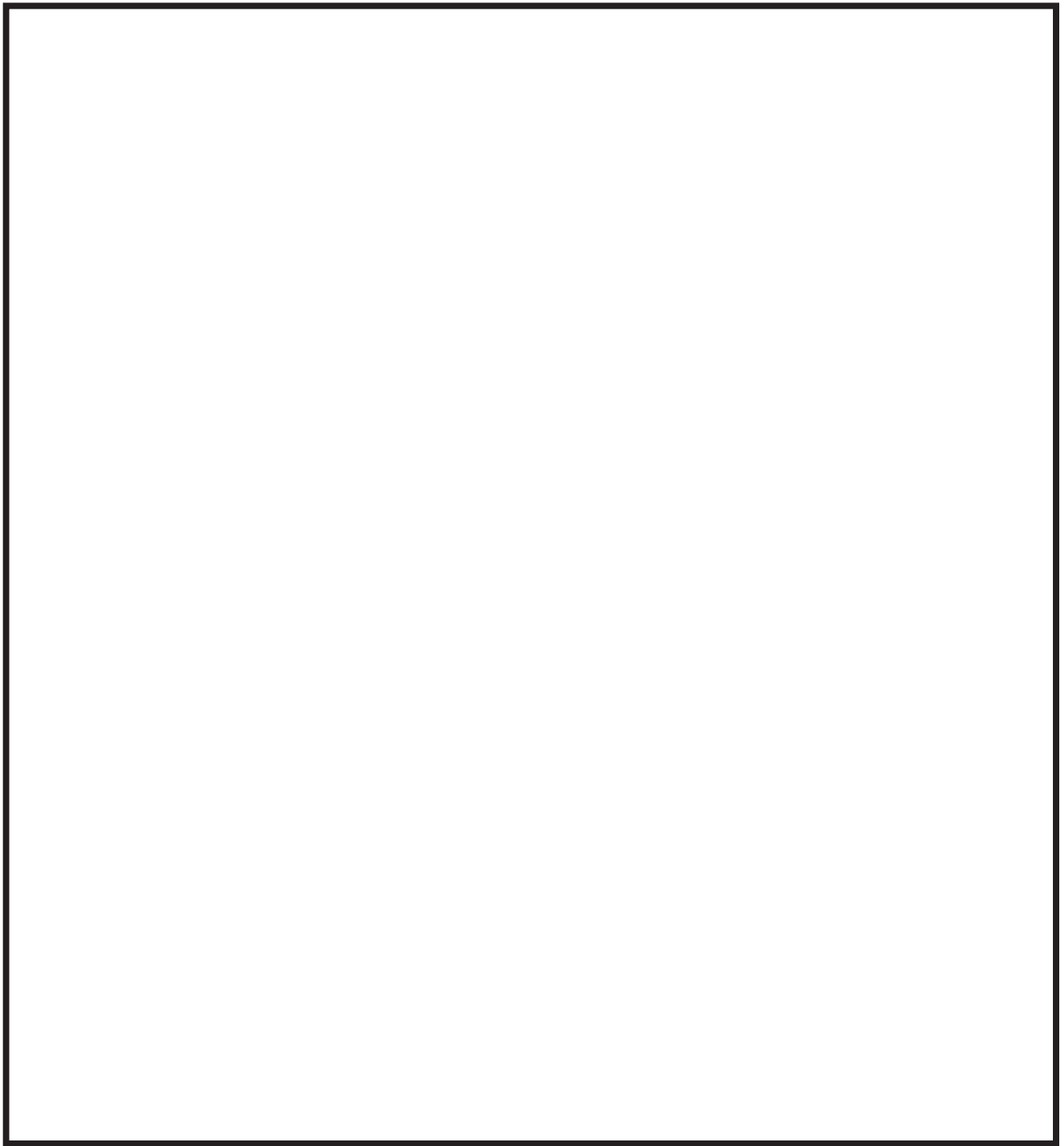
PHONE # - Phone number of Contact Person

TFF PREPKG - A prepackaged food booth

TFF PREP - A non-prepackaged food facility (ex. booth, trailer, or cart)

[illegible]

COMMUNITY EVENT MAP



Please provide the distances between the vendors and the restroom, janitorial, and hand wash facilities, as well as the distance to any two/three compartment sinks provided.



Food Vendor # is to correspond with the numerated Food Vendor List attached



Restroom Facilities



Janitorial Facilities



Handwash Station



Two/Three Compartment Sink(s) Provided



County of San Bernardino • Department of Public Health
ENVIRONMENTAL HEALTH SERVICES
FOOD PROGRAM

www.sbcounty.gov/dehs

FOOD FACILITY SELF-INSPECTION CHECKLIST

The items listed in this checklist are the major areas our Division will be looking at when we perform our routine food facility inspections. This checklist is provided so that you may perform periodic reviews of your facility's operation. We suggest that you go through this checklist, and "check off" those items that are in compliance. Those not checked would be considered a "violation" during our inspection, and need to be corrected. We hope this checklist assists you in maintaining your facility at the highest standards.

FOOD

- ☐ 1. Food is purchased from an approved source (licensed by the county, state, or federal government).
- ☐ 2. Food is inspected and found to be free from contamination, adulteration, and spoilage.
- ☐ 3. Unpackaged foods which have been served or returned from the dining area are discarded.
- ☐ 4. All foods are stored a minimum of 6" off the floor.
- ☐ 5. Restrooms are not used for the storage of food, equipment, or supplies.
- ☐ 6. All paper products are stored in a manner so as to protect them from contamination.
- ☐ 7. Food, and food related products, are being protected from dirt, unnecessary handling, overhead leakage, and other forms of contamination.
- ☐ 8. All food storage containers have tight fitting lids and are properly labeled.
- ☐ 9. Foods are dispensed in the self-serve area in an approved manner.
- ☐ 10. The use of sulfites is prohibited.
- ☐ 11. Food products are labeled in an approved manner.
- ☐ 12. Food products with an alcohol content exceeding 0.5% are properly labeled.
- ☐ 13. Shellfish tags kept for 90 days; warning signs posted.

TEMPERATURE CONTROL

- ☐ 1. Potentially hazardous foods are maintained below 41°F or above 135°F at all times.
- ☐ 2. A thermometer, accurate to + or -2°F, is provided either as an integral part of the refrigerator and freezer (dial outside), or is located inside each unit at its warmest point, readily visible.
- ☐ 3. An accurate metal probe thermometer, suitable for measuring food temperatures, is readily available and is being used to check food temperatures regularly.
- ☐ 4. Food products are thawed in one of the following methods only: a) in refrigeration units; b) under cold running, potable water of sufficient velocity to flush loose food particles; c) in a microwave oven; d) as part of the cooking process.
- ☐ 5. Frozen food is maintained in a frozen state.
- ☐ 6. Thawed food items are not refrozen. Cooked or processed foods may be refrozen.
- ☐ 7. Rapid cooling and reheating procedures used for all perishable foods.

PERSONNEL

- ☐ 1. All employees handling food or utensils have obtained their Certified Food Worker's.
- ☐ 2. Employees wash their hands with soap and warm water for the following reasons: a) before starting work; b) immediately after using the restroom; c) any time needed to prevent food contamination.
- ☐ 3. Employees handling food or utensils have no open sores, and are not sick.
- ☐ 4. Employees are wearing clean outer garments.
- ☐ 5. Tongs or other implements are used for serving food products.
- ☐ 6. Hair of employees is properly confined.
- ☐ 7. Employees do not smoke or use tobacco inside the facility.

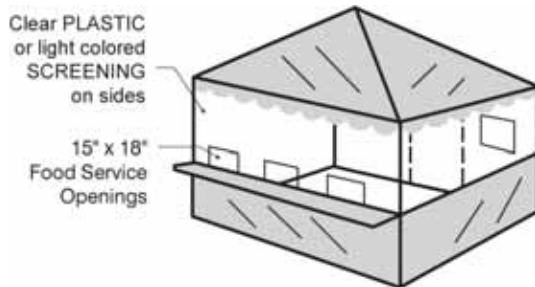
San Bernardino County Environmental Health

Temporary Food Facility Requirements for Non-prepackaged Food

What do I need to know before setting up a temporary food facility?

Prior to an event, ALL temporary food facilities must have a PERMIT to operate! In addition to a permit, food operators must meet the following food booth requirements, which are adapted from the San Bernardino County and State Health and Safety Codes. Please call DEHS before purchasing or building a food booth or barbeque. Thank you for your cooperation.

What type of food booth construction/enclosure is acceptable?



All food preparation, as well as exposed or unprotected food, shall be within an enclosure. The ceiling, walls and floors of the enclosure shall be constructed of acceptable materials.

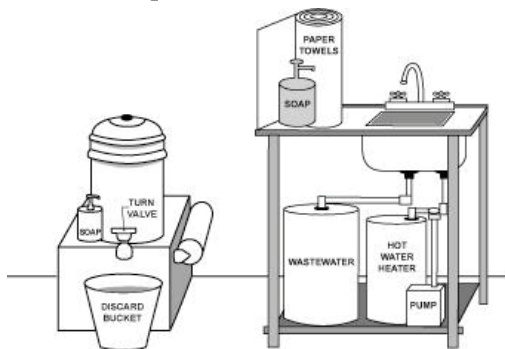
- Ceilings constructed of: canvas or tarps
- Walls constructed of: canvas, tarps, plywood, fine-mesh window screening.
- Floors constructed of: tarps, plywood, concrete, asphalt. The floor must be smooth and cleanable.

Grass floors are NOT acceptable and must be covered.

NOTE: Call the Fire Department prior to your event. It may require approval of booth material.

Each booth shall indicate the name, city, and telephone number of the booth operator or permittee in letters legible to patrons.

Are sinks required in all food booths?



All booths must have an approved method of handwashing. The preferred method is to have a sink with hot and cold running water. The minimal, acceptable method for events lasting 4 days or less is to have a minimum of 5 gallons of preheated water in a container, with a spigot or spout (i.e. igloo ® or cambro®) that provides a continuous flow of warm water leaving hands free for washing (no push button spigots). Both methods must include a bucket to collect the wastewater, a filled pump soap dispenser, and single use paper towels. **Sanitizers do not replace hand washing.**

Hands must be washed with soap immediately before all food preparation and after any activity that may contaminate your hands such as going to the bathroom, smoking, coughing, sneezing and eating.

In addition, a double sink (two sinks) with pressurized hot and cold running water for cleaning equipment and

utensils and other general cleaning purposes is required. One sink shall hold hot, soapy water and the other, cool water with a 100 ppm chlorine/bleach solution. Test strips must be available for testing the sanitizer concentration. Change water and replace soap and bleach frequently.

Up to five booths may share a utensil sink if they are close to each other and the sink. Handwashing sinks may not be shared and must be located within each booth or adjacent to the booth. A utensil sink in a permanent facility may be used if properly located. An approved utensil sink located *within* the booth may also be used as the handwash sink. Each booth, which requires water for utensils and hand washing, shall provide a supply of at least 20 gallons of water per day.

- Restrooms with handwashing for vendors must be provided within 200 feet of the food vendors.

We're selling only some snow cones or hot dogs. Do we still need an enclosed food booth?

Food such as popcorn, snow cones, pretzels, churros, nachos, ice, hot dogs and the related equipment used in their preparation, are exempt from the food booth enclosure requirements when contained within an approved, fully-protected food compartment (case) which has four sides plus top and bottom. This compartment is to be constructed of Plexiglas or stainless steel. Sugar, syrup, salt or similar items used with above food items shall also be within the food compartment or in approved dispensers.

Note: Food carts that meet cart requirements are to operate the same as any other food vendor at a temporary food event. They must have a handwashing sink available for use and a two-compartment sink (or be sharing a utensil sink). The cart cannot operate outside of its intended purpose. For example, if it is a hot dog cart, Chinese food cannot be prepared on it.

How should food, utensils and equipment be stored?

All food, utensils and equipment shall be stored, displayed, and served so they are protected from contamination, and shall be stored off the floor on shelving, boxes, or pallets.

How can I prevent foodborne illness?

Potentially Hazardous Food consists of items such as hamburger, chicken, pork rice and dairy products. Meat items need to be cooked to an internal temperature of 165°F. Use an accurate metal-probe thermometer measuring from 0°F to 220° to check temperatures. Hot food must be kept hot and cold food must be kept cold. Food must **NOT** be kept between 45°F and 135°F. This is the "Temperature Danger Zone".

1. **Hot food**-keep food temperatures hot at **135°F or above**
2. **Cold food**-keep food temperatures at **45°F or below**
3. Transported food must be protected from contamination, in approved containers capable of maintaining required holding temperatures listed above.

All food that is sold, given away or dispensed from a temporary food facility shall be from an approved source: safe and unadulterated. It is advisable to save sales receipts. The inspector may request verification of the source of the purchased products.

No food prepared or stored in a private home may be used, stored, served, offered for sale, sold or given away in a temporary food facility. Absolutely no food preparation in RVs.

*****No hot food remaining at the end of the day may be re-used.**

How can I protect the food?

- Single use gloves may be used. Wash hands before putting on gloves and change gloves when switching tasks or when gloves become soiled or worn.
- Hand sanitizers do not replace handwashing. Always wash your hands.
- Hair restraints must be worn. Hands/nails must be kept clean. Employees must wear clean clothes/aprons.

- Sneeze guards or food covers must be approved and cleanable.
- Food samples- must be handed in a single- service dispenser (napkin, plastic cups, toothpick/ fork etc.) Customer self-serve is prohibited
- Food handlers must not work in food booths when ill.
- Employee(s) belongings shall be stored separate from food and utensils.

What type of Equipment do I need?

- Cold holding- mechanical refrigeration or freezer or ice chests.
 - Thermometers are required to monitor temperatures.
- Hot holding- steam table, crock-pots, chafing dishes or hot holding cabinets.
 - All units shall be pre- heated as well as the water used for the chafing dishes prior to holding the food.

How can I control insects? What do I do with waste?

- Keep food covered to protect it from insects. Place garbage and paper waste in a refuse container with a tight-fitting lid. Dispose of wastewater in a sewer-connected sink or approved holding tank.

What about barbeques?

- All BBQ must meet the requirements of DEHS and the Fire Department. Only BBQ fuels that have been approved by the Fire Department may be used and are **only permitted outside of the booth.**
- 55-GALLON DRUM BARBECUES ARE NOT PERMITTED.
- All barbeques MUST have a cleanable cooking surface and cover.
- The BBQ must be roped off or otherwise protected from the public.
- Foods must be placed directly on the grill, (not cooked in a pan or skillet on the BBQ).
- No cutting of meat is allowed on the BBQ.
- All food prep/ storage must be conducted inside the enclosed booth.
- Foods may be either served directly from the BBQ or from a pass-through window.
- Open-air BBQ must be protected from dust and other contamination
- No animals allowed within 20 feet of an open-air BBQ.

Ice

- It is recommended that the ice be chipped, crushed, or in cubed form for food storage.
- Ice that is going to be consumed must be store bought or made on site.
- Storage ice cannot be used for consumption.
- Like other foods, ice must be stored off the ground and away from contamination.
- Ice scoops must be used for dispensing ice for consumption. Store ice scoop(s) in cleanable protective container(s) outside of the ice bin.

Condiments

- Must be dispensed from a squeeze bottles, pump dispensers, individual packets or condiment containers with self-closing lids.

Miscellaneous

- Animals are prohibited in the food booth, storage areas and by the BBQ.
- Smoking is prohibited in the food booth, storage areas and by the BBQ.

San Bernardino County Environmental Health

Temporary Food Facility Requirements for Prepackaged Food

What do I need to know before setting up a temporary food facility?

Prior to an event, ALL temporary food facilities must have a PERMIT to operate! In addition to a permit, food operators must meet the following food booth requirements, which are adapted from the San Bernardino County and State Health and Safety Codes. Please call DEHS before purchasing or building a food booth or barbeque. Thank you for your cooperation.

What is prepackaged food?

Prepackaged food is food in its original, unopened container from the manufacturer and properly labeled with the company name, address, ingredients and net weight.

What type of food booth construction/enclosure is acceptable?

A stand alone table with or without a canopy is acceptable for prepackaged food. Fully enclosed booths are required for vendors involved with food preparation.

Each booth shall indicate the name, city, and telephone number of the booth operator or permittee in letters legible to patrons.

How should food, utensils and equipment be stored?

All food, utensils and equipment shall be stored, displayed, and served so they are protected from contamination, and shall be stored off the floor on shelving, boxes, or pallets.

How can I prevent foodborne illness?

Potentially Hazardous Food consists of items such as hamburger, chicken, pork rice and dairy products. Meat items need to be cooked to an internal temperature of 165°F. Use an accurate metal-probe thermometer measuring from 0°F to 220° to check temperatures. Hot food must be kept hot and cold food must be kept cold. Food must **NOT** be kept between 45°F and 135°F. This is the “Temperature Danger Zone”.

1. **Hot food**-keep food temperatures hot at **135°F or above**
2. **Cold food**-keep food temperatures at **45°F or below**
3. Transported food must be protected from contamination, in approved containers capable of maintaining required holding temperatures listed above.

All food that is sold, given away or dispensed from a temporary food facility shall be from an approved source: safe and unadulterated. It is advisable to save sales receipts. The inspector may request verification of the source of the purchased products.

No food prepared or stored in a private home may be used, stored, served, offered for sale, sold or given away in a temporary food facility.

How can I protect the food?

- Single use gloves may be used. Wash hands before putting on gloves and change gloves when switching tasks or when gloves become soiled or worn. A minimal handwash setup is required if samples are being given out.
- Hand sanitizers do not replace handwashing. Always wash your hands.
- Sneeze guards or food covers must be approved and cleanable.

- Food samples- must be handed in a single- service dispenser (napkin, plastic cups, toothpick/ fork etc.) Customer self-serve is prohibited
- Employee(s) belongings shall be stored separate from food and utensils.

What type of Equipment do I need?

- Cold holding- mechanical refrigeration or freezer or ice chests.
 - Thermometers are required to monitor temperatures.
- Hot holding- steam table, crock-pots, chafing dishes or hot holding cabinets.
 - All units shall be pre- heated as well as the water used for the chafing dishes prior to holding the food.

How can I control insects? What do I do with waste?

- Keep food covered to protect it from insects. Place garbage and paper waste in a refuse container with a tight-fitting lid. Dispose of wastewater in a sewer-connected sink or approved holding tank.

Ice

- It is recommended that the ice be chipped, crushed, or in cubed form for food storage.
- Storage ice cannot be used for consumption.
- Like other foods, ice must be stored off the ground and away from contamination.

Miscellaneous

- Animals are prohibited in the food booth, storage areas and by the BBQ.
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